

Headquarters
US Army Armor Center and Fort Knox
Fort Knox, Kentucky 40121-5000
12 December 2002

*Fort Knox Reg 55-2

Transportation and Travel

PROCEDURES FOR REQUESTING AND USING TRANSPORTATION SERVICES

Summary. This regulation establishes procedures to be used by organizations requesting transportation to support personal property, freight, passenger and unit movement requirements.

Applicability. This regulation applies to all on-post organizations and to off-post organizations satellited on this installation for transportation support, per AR 5-9 or by support agreement.

Suggested improvements. The proponent of this regulation is the Directorate of Base Operations Support (DBOS), Transportation Division. Users are invited to send suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to: CDR, USAARMC and Fort Knox, ATTN: ATZK-OSL-CT, Fort Knox, KY 40121-5000.

Information Assistance. The following agencies should be contacted for assistance in the areas designated (DSN: 464, Commercial (502) 624-2140):

- | | |
|---|---------------------|
| a. Personal Property Customer Support | (502) 624-3927/3943 |
| b. Personal Property Tracing | (502) 624-3927 |
| c. Quality Support | (502) 624-4192 |
| d. Freight Movements | (502) 624-7898/3043 |
| e. Packing and Crating | (502) 624-7331 |
| f. Travel COR | (502) 624-5906 |
| g. Passports/Portcalls | (502) 624-6797 |
| h. Group Movements | (502) 624-3499 |
| i. Unit Movements | (502) 624-2190/8008 |
| j. Reserve/Unit/Remote Freight Shipping | (502) 624-7898 |

* This regulation supersedes Fort Knox 55-2, 1 Dec 00.

k. TMP Dispatch Services/Driver Licensing

(502) 624-1215/5453

1. After Duty Hours Staff Duty Officer (SDO)

(502) 624-4481/4421

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Chapter 1
Commercial Travel Services

Section I
Individual Travel

1-1. Installation Transportation Office (ITO).

a. Will procure transportation, accessorial services, and authorized accommodations upon receipt of appropriate orders as defined in Joint Federal Travel Regulation (JFTR), and Joint Travel Regulation (JTR). When travel orders do not direct a specific mode of transportation, or the mode directed is not available, the ITO will route passengers using "best value" that meets mission requirements within established DOD Policy.

b. Will use prudent traffic management practices to determine modes of travel which agency (CTO, AMC, MTMC, and USTRANSCOM/MCC) to use in obtaining reservations and routing.

1-2. Dual Commitment Transportation. Commercial transportation will not be requested or scheduled unless all actions to obtain military transportation are terminated.

1-3. Dependent Travel. Transportation furnished to unaccompanied military or civilian family members will be supported by dependent travel orders. For accompanied family members traveling overseas, the sponsor's orders are used which include the name, relationship, and dates of birth of dependents. For stateside travel for military family members, a DD Form 884 (Application for Transportation for Dependents) along with sponsor's PCS orders is used for travel. When concurrent travel is authorized, family members may travel with the sponsor. For additional information on dependent travel phone the AG Family Travel Section at (502) 624-3747 or the ITO at (502) 624-6797/3499 during normal duty hours. The ITO will ensure family members have valid passports in their possession before issuance of airline tickets for destinations requiring passports.

1-4. Circuitous Travel. Circuitous Travel is defined as travel by a route other than the one that would normally be used by a transportation office between the places listed in the travel orders. The traveler assumes responsibility for all costs exceeding those of the normally prescribed route.

1-5. Commercial Travel Office (CTO). CTOs shall provide a full range of travel services in accordance with the MTMC Travel Services Contract, Defense Travel Region 4 (DAMT01-02-C-0027) to include, but are not limited to, air, rental car, lodging reservations, and availability of a 24-hour toll-free information and assistance telephone number. The CTO shall provide increased staffing to maintain quality travel services during peak travel periods; i.e., EXODUS and other exercises. When available, use of CTOs by travelers is mandatory.

1-6. Air Movement Policy.

a. DOD policy requires that DOD components procure commercial air transportation service from air carriers approved by the DOD Commercial Airlift Review Board (CARB). The DOD will use Civil Reserve Air Fleet (CRAF) carriers to the maximum extent possible unless there is a negative, critical mission impact justifying nonusage. The following priorities in order of precedence, will be used for passenger airlift: (1) AMC-procured channel airlift (Category B) shall be used in connection with international travel when it is available and meets mission requirements; (2) GSA airlift contracted through the Contract City Pair Program shall be used (for exceptions to use of contract carriers, contact the CTO/ITO); (3) Other US CRAF carriers; (4) DOD approved, non-CRAF US flag carriers; (5) scheduled service on US air carriers that are neither DOD approved nor disapproved (for individual travel only); (6) DOD approved foreign flag carriers; and (7) scheduled service on foreign air carriers that are neither DOD approved nor disapproved (for individual travel only). Contract air service between city pairs will be used for all domestic travel, and for international travel when AMC Category B is not available or will not meet the mission requirements.

b. Travelers on official travel orders who purchase airline tickets at personal expense are required to utilize: (1) commercial travel offices (CTO), under contract to their respective organization; (2) in-house travel offices; and (3) General Services Administration (GSA) Travel Management Centers (TMC). If a member purchases transportation from a CTO not under contract to the Government, the traveler must demonstrate that use of a contract CTO was attempted.

c. DOD personnel traveling on official business may not purchase commercial tickets at military furlough fares. These fares are to be used only by military travelers and their family members when traveling at their own expense on leisure travel. Abuse of military furlough fares may result in airlines withdrawing these fares, which could cause a significant impact on quality of life for military personnel.

d. HQ DA Policy is that all travel will be coach class. CTOs will not issue airline tickets for first class unless authorized by the Surgeon General. Travelers who upgrade their accommodations at personal expense will not be reimbursed without the required approval from the officials specified in the JFTR (for military) and the JTR (for civilians).

e. Soldiers may wear civilian attire aboard AMC-owned and contracted aircraft; however, they must adhere to individual DOD Component requirements and the DOD Foreign Clearance Guide.

1-7. Lost Commercial Airlines Tickets.

a. When an airline ticket is lost, stolen, or destroyed, duplicate transportation will not be furnished by the ITO, except under conditions specified in the DOD 4500.9-R (Defense Travel Regulation). Travelers should file a lost ticket application with appropriate airlines and immediately notify the issuing ITO/CTO of the loss.

b. Travelers will be informed to use personal funds to purchase transportation services necessary to complete authorized travel. Receipts will be obtained from the carrier to support claim for reimbursement. Active duty military personnel without sufficient funds to purchase duplicate transportation may be furnished the necessary transportation on a cost charge basis.

1-8. Promotional Material and Mileage Credits in Performance of Official Duties.

a. Promotional material received by a travel on official business at government expense must be relinquished in accordance with Service regulations.

b. Frequent flyer credits earned on official travel are the property of the Federal Government and may not be used for personal travel. First priority should be given to using them for free airline tickets, hotel rooms, and rental cars. They may also be used for airline, hotel, and rental car upgrades, but they may not be used for upgrades to first-class airline accommodations. They may be used for upgrades to premium-class-less-than-first-class.

c. Travelers who voluntarily relinquish a confirmed seat may keep any compensation paid by the carrier provided the resultant delay does not impinge upon the performance of official duty and the government does not incur any additional cost. Travelers who are involuntarily denied boarding on a flight, compensation for the denied seat belongs to the government.

1-9. Government Transportation Request (GTR). GTRs are used to procure transportation services when centrally-billed accounts of the government charge card program are not used; e.g. excess baggage and ferry reservations.

1-10. Meal Tickets (MT).

a. When meals are required en route and per diem allowance is not provided, MT may be issued. (Normally, MT is not issued for TDY travel). Meal tickets can be issued for: (1) individual and group travel under provisions of the JFTR; (2) Military Assistance Program trainees at the expense of the US Government; (3) Reserve and National Guard personnel on inactive duty training (with pay) (upon written request) from the commander of the Reserve or National Guard unit; (4) Military dependents when authorized to travel on a per diem basis as an official escort for a deceased military sponsor; or (5) members of another DOD Component upon presentation of travel orders containing the necessary appropriation. Meal Tickets will be issued during travel status only or if an unavoidable delay en route occurs (except when delay en route is authorized and chargeable as leave).

b. The instructions on the reverse of the MT should be read carefully.

c. MT(s) will be used for meals only for those individuals properly authorized by the travel order. Soldiers will be charged for misuse of MTs. Meal Tickets restrictions can be found in the Defense Transportation Regulation, Part I, Passenger Movement.

d. Soldiers must enter and keep records of the date, number of meals furnished, total actual cost, and sign in the lower left corner on MT (after meal has been consumed and the receipt is received). Meal costs shown on MT are maximums and are NOT to be entered as the cost of the meal. Coordinate closely with the eating establishment when placing order to ensure that meal cost is correctly assessed and not arbitrarily charged at the maximum authorized cost.

1-11. Unused Tickets and/or Government Transportation Request or Meal Tickets. Unused tickets/GTR or meal tickets should be returned to the ITO/CTO at the final destination. A receipt or annotated itinerary/invoice will be issued and a copy attached to the travel voucher for submission to the appropriate finance and accounting office.

1-12. Baggage.

a. Transportation of baggage by air will be limited to a free baggage allowance consisting of two (2) checked pieces (not to exceed 70 pounds each) and two (2) carry-on pieces, which must be securely stowed in the passenger compartment aboard the aircraft. Baggage allowance rules for international travel on foreign carriers vary by country and may use kilos to monitor weight versus pounds.

b. Authorization for excess baggage must be in the traveler's orders. The orders must specify the weight and number of pieces authorized. For scheduled commercial air service, travelers will pay the excess baggage charges directly to the servicing airline at the time of flight check-in and claim reimbursement on the travel voucher. The government travel card may be used for this purpose. If this procedure imposes an unwarranted hardship on the traveler, the ITO may issue a GTR for excess baggage.

1-13. Rental Car Services.

a. A statement authorizing the rental of commercial vehicles will be contained in the official travel orders when deemed by the order-issuing official to be advantageous to the Government.

b. When a commercial rental vehicle is authorized/approved, the CTO and traveler will select the lowest cost rental service that meets the official travel requirements. It is mandatory to obtain rental vehicles through the CTO, when available. Generally, this will be a commercial rental vehicle available under MTMC-negotiated agreements. Accordingly, rental companies having a negotiated agreement with MTMC should be considered, unless another car rental company can provide better service at a lower cost that meets the traveler's requirements.

c. Travelers disregarding rental car arrangements made by the CTO may be required to provide justification for additional rental car cost before reimbursement is allowed. A copy of the CTO invoice provided with the government furnished airline ticket showing the rental car confirmation should be submitted with the travel voucher when claiming reimbursement. If travel is by military

air, the CTO will provide a copy of the invoice with the rental vehicle arrangements reserved via fax or the traveler can pick up the invoice from the CTO.

d. Travelers utilizing rental car companies who have agreements with MTMC must provide a copy of the official travel orders to the renting agency to obtain the MTMC special rate for government travelers. The individual's personal credit card, travel advance funds, individually issued government charge card or personal funds can be used to pay for rental cars.

e. Travelers should consult the JFTR and JTR for information pertaining to insurance coverage and claims in the performance of official travel when renting with rental car companies who have agreements with MTMC.

f. Complaints in connection with vehicles rented under MTMC-negotiated agreements should first be addressed by the traveler at the rental car location, and the Customer Comment/Complaint Form should be completed that was placed inside the airline ticket jacket provided by the CTO. For electronically issued tickets, the CTO Branch Manager should be contacted if the issue cannot be resolved by the rental agency.

1-14. International Travel

a. The AG Reassignment/Family Travel Section provides a PCS overseas levy briefing weekly (0900 on Thursday, Bldg. No. 5101) to all permanent party soldiers and their family members PCSing to overseas areas. All permanent party soldiers and their family members are encouraged to attend this briefing.

b. When making international air reservations for travelers performing PCS or TDY, the ITO will consider Air Mobility Command (AMC) Category B airlift per instructions contained in AR 55-46. If AMC channel service does not meet mission requirements, the ITO will obtain reservations through the CTO per DOD policy.

c. Reservation requests for AMC airlift are submitted via the Global Air Transportation Execution System (GATES) to the servicing Passenger Reservation Center (PRC) as far in advance as possible, but not earlier than 60 days before the month in which travel will begin. The ITO will set up necessary controls to ensure the PRC is provided a flexible Travel Performance Period (TPP) or window using the following criteria:

(1) PCS. Seven to ten days is required unless mission requirement (e.g., mandatory report date) dictates otherwise.

(2) TDY. The TPP/window shall conform to mission requirements as stated in the travel orders. If the ITO knows the established channel will not meet mission requirements, there is no need to go to the AMC PRC. The ITO should simply certify non-availability of AMC and arrange appropriate commercial air services.

d. For travel via AMC airlift, three (3) legible copies of the passenger's travel orders are required. A Port call Information Sheet is issued for each passenger. Port call Information Sheets contain specific instructions pertaining to the flight, i.e., point of origin, destination, flight number, date, and specific reporting instructions.

e. Travelers going overseas should arrive at the aerial port of embarkation (APOE) no earlier than 8 hours and not later than 2 hours before their scheduled flight. Delays in connecting domestic flights may cause travelers to miss their overseas flights. This could cause considerable frustration and needless expense; overnight accommodations near the APOE are often expensive and difficult to find.

f. Travelers should inform the ITO if a pet space is required when booking flight arrangements. Pets are limited to cats and dogs.

g. The ITO will annotate on the Port Call Information Sheet the phone number of the international airport responsible for assisting travelers meeting overseas flights who may experience delays or an emergency arises and they cannot comply with their port call instructions.

1-15. Passports.

a. A passport is an internationally recognized travel document attesting to the identity and nationality of the bearer, indicating that its bearer is entitled to receive the protection and assistance of the diplomatic and consular offices of their country while abroad. In essence, it is a request on the part of the issuing government that officials of foreign governments permit the bearer to travel or sojourn in their territories and afford them aid and protection.

b. Travelers requiring passports/visas for official travel should coordinate arrangements with the ITO or call for information by dialing DSN 464-6797 or Commercial (502) 624-6797.

c. Travelers should apply for passports/visas no earlier than 90 days before departure for their overseas assignment. Travelers should be aware that processing time for passports/visas takes 6 to 8 weeks after application has been filed with the Passport Office. Travelers should not wait for orders before applying.

d. The Foreign Clearance Guide (FCG) is the sole prescribing authority for travel clearance and identification requirements needed for DOD personnel and their family members to enter foreign countries on official business. PCS orders will include passports and visa requirements in the special assignment instructions, if applicable.

e. Passport agents are authorized and empowered by the Secretary of State to administer oaths for passport purposes. The State Department has the final determination on issuance of passports.

f. Passports may be issued to a citizen or national of the United States. All US citizens are required to obtain individual passports in their own names when performing official government travel regardless of age.

g. There are three different types of passports:

(1) No-Fee Official Passport: This is issued to persons traveling abroad on official business for the US Government, to their family members, and to certain other categories of persons who are exempted by law from payment of the passport fee. An official passport is normally valid for a period of 5 years from the date of issue, as long as the bearer maintains an official status.

(2) Diplomatic Passport: This is a no-fee passport issued to Foreign Service Officers and to certain other officers and employees of the US Government who are proceeding abroad on official business of a diplomatic nature and when appropriate, the family member of such persons may also be issued diplomatic passports. A diplomatic passport is normally valid for 5 years from the date of issue as long as the bearer maintains the status on which issuance of passport was based.

(3) Tourist Passport: Persons traveling on tourist status must pay for these passports, which are valid for 10 years. Tourist passports are processed at post offices by mail; not at government passport offices.

h. Passport Applications: Each passport application shall be accompanied by citizenship evidence for the applicant. Travelers are advised to check with the Passport Office within the ITO to obtain information regarding evidence of citizenship. Normally, a previous passport issued to the applicant or a certified birth certificate issued under the seal of the official custodian of the birth records will suffice as citizenship evidence. The birth certificate must bear the authorized seal of the registrar's office (seal may be raised, embossed, impressed, or multicolored), and the certification date filed in the registrar's office should be within 1 year of the date of birth. Applicants who do not have a certified birth certificate in their possession must obtain one from the Bureau of Vital Statistics in the state where birth was registered. Previous passports used as birth evidence cannot be used if the date of issue is older than 15 years.

i. Birth Abroad: Travelers who born abroad and require passports should contact the Passport Office within the ITO to obtain necessary information when applying for a passport.

j. Visas: A visa is permission granted by the government of a country to an alien to enter that country and to remain for a specific period. It is the responsibility of the traveler to obtain necessary visas, if any, before proceeding abroad. When visas are required, official travelers should inform the Passport Office of requirement. A passport must be obtained before the government of a foreign country will issue a visa. The Passport Office obtains visas when needed for official travel and the visa application is submitted to the Passport Services office in Washington, DC along with the passport application.

k. Photographs: Photographs must be accepted only at the time the application is executed. Two identical photographs (2 x 2 inches in size) to be a clear likeness of the bearer shall be presented with the application. The Passport Office within the ITO can process photographs. Passport photographs should depict the applicant as relaxed and smiling; must be clear, front view, full face, with a plain, light (white or off-white) background. A passport photograph serves to identify the passport applicant. If glasses, a hearing device, a wig, or similar articles are normally worn, these articles should be worn when the photograph is taken. Dark glasses are not acceptable, unless required by medical reasons. Photographs should be taken in normal street attire without a hat or other headgear unless the headgear is part of religious attire that is worn daily. Only applicants who are in the active service of the Armed Forces and who are proceeding abroad in the discharge of their duties may submit photographs in the uniform of the US Armed Forces. However, due to personal security reasons, passport agents are advised by Department of State that passport photographs in which military, or military-like uniforms or clothing are being worn by the applicant, should not be submitted with the passport application.

1-16. Firearms. All firearms must be declared before entering any commercial terminal by notifying the security personnel located at the entrance security point that you are a member of the US military traveling on official orders and in possession of a firearm. Declaring the firearm must be done before placing the baggage and/or firearm container on the metal detector. Firearms can only be transported in checked baggage in a locked container. No ammunition is allowed. If there are problems in declaring the weapon, ask to see the military representative located in the terminal. Failure to follow the above requirements may result in apprehension and detention by security personnel and possibly being fined by the Federal Aviation Administration. Some countries have restrictions that do not allow firearms to be brought into that country. The AG Reassignment Section can provide information on these specific countries.

Section II

Group Travel

1-17. Group Movements. The ITO must arrange all charter air travel through USTRANSCOM/MCC unless travel is to an international assignment; then coordination is made through AMC via GATES. Trainee movement requirements are received from the local Adjutant General (AG) Trainee/Student Processing Center and coordinated with the 1st Armored Training Brigade, IAW this regulation.

1-18. Off-Post Shipment of Trainees.

a. Chief AG Trainee/Student Processing Center (T/SPC) will notify the Passenger Travel Section, Transportation Branch, DBOS of the following:

(1) Projected number of trainees shipping by destination, on a weekly basis, per procedures outlined in appendix B, paragraph 1.

(2) All additions/deletions to shipping roster as they occur.

b. 1st Armor Training Brigade Commander will:

(1) Ensure that trainees are in appropriate seasonal uniform, e.g., Class A or Class B and properly prepared for shipment with their baggage properly tagged and not exceeding authorized weight limit of 140 pounds before departing company area.

(2) Ensure trainees are delivered to pickup or shipping points as required.

(3) Ensure a shakedown for contraband and prohibited property, listed in Annex 1 to Appendix B is conducted in the battalion areas. In addition, trainees shipped off-post using Government furnished commercial transportation or military transportation equipment are not authorized to carry or ship any alcoholic beverages in their baggage.

(4) Ensure appropriate meals are provided the trainees before departure from the unit pickup point, including sack meals, upon request from the DBOS Transportation Branch, Passenger Travel Section.

(5) Ensure each trainee has only 140 pounds of baggage (2 pieces that should consist of 1 duffel bag, 1 suitcase, and 1 carry-on AWOL bag). AWOL bag should not exceed 45 linear inches. Each bag is identified with a tag (attached to the top of the bag) designating the trainee's name, SSN, and destination. If trainee has excess baggage, it is the responsibility of the trainee to ship via parcel post.

(6) Since families and friends are frequently in the vicinity during pickup times, it is required that a Brigade coordinator be on duty at each pickup point during shipment. This individual is responsible for the control, conduct, and accountability of trainees until the bus departs the pickup point. Families and friends are kept out of the immediate vicinity when transportation personnel are loading buses, distributing airline tickets and during the transportation briefing procedures.

(7) Provide one individual (cadre) at the shipping point to furnish coordination between the Brigade and the DBOS Transportation Branch.

c. Passenger Travel Section, Transportation Branch, DBOS will:

(1) Prepare shipping roster of troop movements, to include pickup points, dates, and times by destination. Distribute the roster to each unit Training NCO.

(2) Provide sufficient transportation at each pickup point to deliver trainees to shipping point if required, from their respective units IAW the shipping schedule.

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(3) Organize trainees for group and individual shipments at shipping points, account for and brief all personnel, on travel documents provided and on-load for final destination.

Chapter 2
Household Goods Services

Section I
Personal Property Shipment and/or Storage

2-1. Application for shipment and/or storage

a. Personnel receiving assignment orders authorizing shipment of personal property should contact the DBOS Transportation Division, Customer Support Section, phone 4-3927/3943, as soon as possible.

b. The HHG Section will make an appointment for the soldier to prepare necessary applications for shipment and/or storage and to receive counseling.

c. An appointment system is available to reduce waiting time; however, insufficient advance receipt of orders may preclude making an appointment. In such cases, service will be rendered on a walk-in basis. (Waiting time will depend on the number of appointments being serviced.)

2-2. Do It Yourself (DITY) moving program.

a. The DITY program is offered to active duty soldiers as an alternative method of moving their HHG. Participation in the DITY program is completely voluntary. The soldier has the option of moving by DITY, a Government Bill of Lading (GBL), or a combination of a DITY and GBL move. Under the DITY program, a soldier may receive a monetary incentive equal to 95 percent of what it would have cost the Government to move the authorized or actual HHG weight (whichever is less) commercially. Actual coordination and rental of vehicle is the responsibility of the soldier. The Transportation Office does not obtain estimates or recommend any particular company.

b. Soldiers who choose to move their property via the DITY program should visit the Transportation office before making any movement arrangements. A DITY move should be authorized and approved in advance by the Transportation office.

2-3. Responsibility of personnel upon arrival at this station.

a. Personnel arriving at this station expecting shipment of personal property should immediately contact the Customer Support Section, phone 4-3927/3943, to advise how they may be contacted when the shipment arrives.

b. Maximum effort should be made for direct delivery to residence to preclude placing shipment in storage. Prompt compliance with this requirement is extremely important. In most cases, carriers must know within 2 hours whether to deliver to residence or place shipment in

storage, which is expensive and exposes property to additional handling and possible loss or damage. A delivery delay of 5 to 10 days may occur from storage to residence.

2-4. Weight allowance.

a. Military personnel on PCS or TDY orders which authorize shipment of personal property may ship applicable weight allowances outlined in the Joint Federal Travel Regulation (JFTR), Vol 1, chapter 5, part D, or chapter 4, part H.

b. Allowances for civilian personnel are outlined in the Joint Travel Regulation (JTR), VOL 2, chapter 8.

2-5. Vehicles authorized for shipment as HHG.

a. Mopeds, motor scooters, motorcycles, snowmobiles, and golf carts may be shipped as HHG.

b. Automobiles, trucks, vans, airplanes, camper trailers, and farming vehicles may not be shipped as HHG.

2-6. Shipment of Privately-Owned Vehicle (POV) to overseas areas.

a. Individuals reassigned to overseas areas to which a POV is authorized may ship one POV from a designated port in the continental United States (CONUS) to the port for the applicable overseas area. Shipment may be made from other than the designated port. However, members will be required to pay any excess costs that may occur from use of an alternate port.

(1) The term POV does not include riding mowers, snowmobiles, motorized golf carts, or go-carts. Motorcycles are designated as POVs by the country of destination. This information will be obtained during personal property counseling.

(2) Pickup or panel trucks, or such vehicles converted to campers may be shipped; however, individuals will be required to pay excess transportation costs for all weight over 20 measurement tons. When there is a question regarding measurement tons, members can contact the Vehicle Processing Center to obtain more accurate information on weight and cost. Such excess cost will be collected from the individual.

(3) Individuals shipping oversized vehicles should check with private carriers. Depending on size, it can be less costly to ship commercial than to use government shipping. Additionally, commercial carriers can provide 7 to 10 day delivery versus up to 6 weeks utilizing government shipping.

b. Only normal on-vehicle items may be left in the vehicle.

(1) Such items as thermos bottles, bottle warmers, car cushions, and similar items for comfort and convenience during long motor trips may be shipped with a POV if they can be loaded with other tools and accessories into a container (approximately 25 X 10 X 14 inches), normally provided at the port.

(2) Pilferable items, such as self-installed Citizens Band (CB) radios, tape recorders, tape decks, toolboxes, and extra tires (excluding the spare tire) should not be left in the POV; they should be shipped with HHG, if possible.

c. Unleaded gasoline is now available in most overseas areas, which precludes the necessity for removal of catalytic converters. However, upon return of the vehicle to CONUS, a Plumbtesmo test may be required. Soldiers should visit the Transportation Office to be counseled for shipment of a POV and to receive the "Shipping Your POV" pamphlet.

d. Instructions for turn-in at applicable port and information pertaining to documentation can be obtained from the DBOS Transportation Division, Customer Support Section, Bldg. No. 1384, 2^d floor.

2-7. Shipment of firearms and ammunition.

a. Firearms may be included in unaccompanied baggage and HHG shipments as permitted by laws at destination. Personnel must ensure that all firearms are listed on inventories, to include make, model, and serial number. Firearms must be registered immediately upon arrival at the overseas duty station.

b. Personnel who wish to carry weapons in their accompanied air baggage must have authorization in their orders to include type of weapon, make, model, caliber and serial number.

c. Live ammunition is prohibited from shipment as personal property and on commercial airlines.

Section II

Quality support program

2-8. Outbound shipments.

a. A Transportation Branch Quality Support Inspector will inspect carriers to ensure they comply with applicable contractual requirements.

b. If a problem exists, personnel should contact the DBOS Transportation Branch, Quality Support Section, phone 4-4192.

2-9. Inbound shipments

- a. Inspections are accomplished on inbound shipments.
- b. Individuals desiring to provide customer feedback should contact the Quality Support Section. If loss or damage is noted, make the applicable exception notations on the DD Form 1840 before signing it to verify receipt of the shipment.
- c. If there is loss and/or damage, DD Form 1840/1840R (Notice of Loss or Damage) must be hand carried to the Staff Judge Advocate Office, Bldg. No. 1310, Pike Hall, no later than 70 days after receipt of the shipment to initiate claims procedures.

2-10. Required Delivery Date (RDD). Carriers are responsible under Government contract to meet RDD as indicated on the GBL. However, due to the high volume of traffic during the summer months, the RDD might not be met. In addition, shipments may arrive at destination before RDD, without notice. Personnel expecting shipment of personal property should immediately contact the ITO, per para 2-3.

2-11. Request for a particular carrier. A request for a particular carrier will be honored if the carrier selection can be made per regulatory/statutory requirements. Personnel requesting a specific carrier must furnish a list of three carriers in the order preferred. Maximum efforts will be made to use a particular carrier, when requested.

Chapter 3
Freight Movement Services

Section I
Rail Movement Services for Units

3-1. Requirements for rail movement services

a. Units requiring rail switching services, container lift support, rail cars for loading or practice loading may coordinate directly with the DBOS Transportation Office, Unit Movements Section, phone 4-2190/8008.

b. Receiving organizations will be notified of the arrival of rail shipments to coordinate the spotting of rail equipment at desired locations by the Unit Movement Section.

c. Shippers/receivers will maintain liaison with the Unit Movements Section to ensure rail cars are loaded/unloaded promptly to avoid the accrual of demurrage charges.

3-2. Blocking, bracing, and tie down of equipment on rail cars.

a. Units moving for training or deployment will accomplish this under supervision/instruction of DBOS personnel; DBOS will furnish the necessary equipment and tools and units will provide the labor.

b. The servicing railroad inspectors will inspect loaded and secured equipment to ensure compliance with applicable Association of American Railroad Rules.

Section II
Freight Movements

3-3. Request for motor freight, rail and air services.

a. Activities requiring shipment of supplies and equipment will complete DD Form 1348-1 (DOD Single Line Item Release/Receipt Document), DD Form 1149 (Requisition and Invoice/Shipping Document) or memorandum indicating "ship to" address, DODAAC number and type pieces, complete description of item, weight, cubic feet, required/desired delivery date, office symbol, phone number and appropriation chargeable. This document will be delivered to the Freight Section, Bldg. No. 2786, Brave Rifles Regiment Road, to coordinate shipment.

b. If blocking, bracing, and tie down of equipment is required, a memorandum should be submitted to the DBOS Transportation Freight Section to secure this service.

c. The Freight Section may be contacted for information regarding the completion of shipping documents and requirements for preparation of shipment.

d. Packing and Crating, if required, may be accomplished by DBOS. The Packing and Crating facility is located in Bldg. No. 2781, Frazier Road, phone 4-7331/3870. This activity also blocks and braces shipments loaded on rail cars or commercial trailers, if needed. (Memorandum to DBOS Transportation Branch, Freight Section).

e. All containers must be clearly marked to indicate the shipper (TRANSPORTATION OFFICER, FORT KNOX, KY) and the Consignee.

f. Shipments to military installations or depots are consigned on bills of lading to the Transportation Officer, marked for the intended receiving activity; containers shall be marked accordingly. EXAMPLE: Transportation Officer, Fort Sill, OK M/F: 76th Arty Bn.

g. Shipments to other than military installations shall be consigned and marked to the appropriate receiver, i.e., Supply or Commanding Officer.

h. Mark each container by stenciling or attaching a label. If a label is used, a properly resistant glue and waterproof protective coating, i.e., varnish or acrylic coating must be used. If stenciled, lettering shall be capital letter of equal height, clearly legible, and proportional to the available space on the container. No old markings can be legible on the container.

i. Small packages requiring overnight shipment by Federal Express must be delivered to the Packing and Crating Office, Bldg. No. 2781-A Frazier Road, no later than 1200 to ensure pickup that day by FedEx.

3-4. Receipt of shipments from commercial carriers

a. Receipt documents from commercial carriers (including rail shipments) will be forwarded to the Freight Section the following working day after receipt of shipment. Any damages, shortages, or overages must be noted on carrier's delivery receipt at time of delivery with thorough explanation as to what the discrepancies are. This receipt must be signed and dated by both the driver and the receiver. Improper or incomplete documentation will result in nonpayment of claim by carrier.

b. If there is any damage, shortage, or overage to shipment, a SF 361 (Transportation Discrepancy Report) will accompany the receipt documents. If this is not possible, attach a note reading "SF 361 TO FOLLOW" and forward to the Freight Section within 5 working days.

3-5. Shipments from other installations. Any shipments from other installations that require Fort Knox second destination funds must be coordinated with the Transportation Office to ensure funds are available. Requirements for these funds should be written to include item to be shipped,

weight, dimensions, location, installation requiring the funds, justification, and estimated dollars required.

Section III

Packing and Crating Services

3-6. Requirements for packing and crating services.

a. To obtain packing and crating services submit a DD Form 1348-1, DD Form 1149 or Memorandum completed as stated above in Para 3-3(a) to DBOS Transportation Branch Packing and Crating Section along with the material to be shipped. Form must contain correct shipping address and fund cite.

b. Packing and crating services are limited to unit deployments and materials to be shipped off the installation.

c. Any shipments containing hazardous materials must be accompanied by the complete Material Safety Data Sheet (MSDS).

Section IV

Reserve/Remote shipping

3-7. Activities requiring remote station shipment of supplies and equipment will complete a memorandum indicating ship from/to address and DODAAC, number and type pieces, complete description of item, weight, required/desired pickup/delivery date, phone number, point of contact and appropriate chargeable. This memorandum will be delivered to the Unit Movement Section, Bldg. No. 1384, Chaffee Avenue, 2^d Floor, to coordinate shipment.

Chapter 4
Unit Movements

Section I
Unit moves

4-1. Fort Knox units/activities.

a. A unit alerted for movement must ensure that its designated Unit Movement Officer (UMO) will be available during the entire move to coordinate the unit's transportation needs. The UMO should promptly establish personal contact with the Unit Movement Coordinator, phone 4-2190/8008, to determine dates to submit movement requirements and review/update unit movement data and plans on file.

b. Other responsibilities of the UMO will include:

- (1) Completing Automated Unit Equipment Listing (AUEL) annually.
- (2) Notify Unit Moves personnel when complete and ready to forward to FORSCOM/COMPASS.
- (3) Coordinating with the DBOS ITO and Unit Movement Coordinator (UMC) to develop/update loading plans.
- (4) Providing the ITO with lists of equipment and personnel requiring commercial movement IAW instructions provided by the ITO.
- (5) Organizing work teams and supervising loading, blocking/bracing/tie down equipment, as required.
- (6) Coordinating with DBOS for blocking/bracing/tie down materials and for technical advice/supervision.
- (7) Preparing DD Form 1384 (Transportation Control and Movement Document) TCMD) worksheets for deployment of unit to overseas areas, when required.

4-2. National Guard and US Army Reserve (NG/USAR) support under mobilization. The NG/USAR unit movement procedures are identical to paragraph 4-1 above, except that blocking/bracing/tie-down materials will be procured per local directives for retention by the unit. The DBOS will provide technical advise/assistance in procedures when required.

4-3. Highway clearances.

a. The DBOS Transportation Branch, Unit Movements Section, phone 4-6115 is responsible for necessary coordination with applicable state highway authorities to obtain clearances.

b. DD Forms 1265 (Request for Convoy Clearance) and 1266 (Request for Special Hauling Permit) (if oversize or overweight) will be prepared and submitted to the Unit Movements Section per AR 55-29/FM 55C-312.

c. Activities will not contact state authorities, but will coordinate all requirements through the Unit Movements Section.

(1) Requests will be submitted to the Unit Movements Section at least 10 days, for active units, and 30 days for reserve units, before the desired date of movement. Earlier submission should be made when travel will be through more than two states. Request not submitted within minimum required time will be supported by written justification from a 06 or above.

(2) Since parts of the highway system are rapidly deteriorating, strict compliance with local and state government laws has been directed by Department of the Army officials.

d. Movement of vehicles that exceed applicable state weight limitations must be submitted to the Unit Movement Section for consideration of approval as "Mission Essential," which is required before requests for clearance may be submitted to states.

4-4. Container equipment.

a. CONEX/MILVAN equipment will not be used for storage or held for contingency/emergency use without written justification to the DBOS Transportation Division.

b. Units will be required to sign for any containers on loan from Transportation to ensure control of assets. Installation management of assets, is a responsibility of the ITO, and is delegated to the Unit Movements Section.

Chapter 5
Motor Transportation Services

Section I
Use of Nontactical Vehicles (NTVs)

5-1. Official Use Only. All NTVs (permanent or temporary dispatch vehicles) are for official use only and not for personal business or any activity that could be interpreted as personal rather than official US Government business (personal business includes eating establishments, banks/credit unions, clubs, PX, commissary, housing office, medical appointments, domicile to duty, etc). Factors in determining official use include whether the transportation is:

- a. Essential for the successful completion of a DA function, action or operation.
- b. Consistent with the purpose for which the vehicle was acquired.

5-2. Permissible Operating Distance (POD)

a. Established distances below will not be exceeded without written approval 3 working days in advance:

- (1) North: 100 miles (Madison, IN)
- (2) South: 100 miles (Bowling Green, KY)
- (3) East: 100 miles (Lexington, KY)
- (4) West: 100 miles (Owensboro, KY)

b. Requests to exceed POD may be submitted via USAARMC Form 154 (hard copy or e-mail), memorandum to the Transportation TMP QAE, ATTN: ATZK-OSL-CT or e-mail note to 'Cheryl.Vessels@knox.army.mil'. Requests must include complete justification why commercial transportation cannot be used and why other means is not feasible. Requests of NTVs may be made by e-mail using the following procedures (anyone may use e-mail to submit requests to their Unit Transportation Coordinators, however, Transportation Coordinators are the only personnel who may submit to the TMP). Vehicles will be requested not later than one workweek prior or not sooner than thirty days before the requirement. Vehicles will be returned to the TMP and keys presented to the dispatcher immediately upon completion of mission.

5-3. User Driver Program. This program is currently limited to trained bus drivers from reserve and National Guard units during weekend training and as limited by resources on hand. Any exceptions to this policy must be addressed through the ITO.

5-4. Vehicle Modification. Modifications or special markings of NTVs are not authorized without prior written approval by the Installation Transportation Office. Requests will be considered on a case-by-case basis and will include complete detail of the modification (drawings and photographs if applicable), and estimate of the total cost of proposed changes and justification of why changes are needed. Only General Officers are authorized to use vehicle bumper plates, which will be mounted per AR 840-10.

Section II Driver Licensing Program

5-5. Driver Licensing

a. All NTV users will present a valid state drivers license and a valid Accident Avoidance Card each time a vehicle is dispatched. There is no longer a requirement to possess an OF 346 (US Government Motor Vehicle Operator's Identification Card) to operate certain government vehicles.

b. All personnel (military and civilian) regardless of age are required to attend an Accident Avoidance Class (AAC) prior to issue of an OF 346. The AAC must be renewed every 4 years thereafter as part of the license renewal procedure. Personnel are required to present an AAC card upon request for issue/renewal of license.

c. Attendance of the AAC will be annotated by the unit on the driver's DA Form 348. Drivers are required to present their AAC card each time a vehicle is dispatched. Units are responsible for ensuring members receive Accident Avoidance Training.

5-6. Transportation Coordinators. All users of Fort Knox NTVs will submit the names, ranks, addresses, and phone numbers of their primary and alternate Transportation Coordinators NLT 15 April of each calendar year. Transportation coordinators are required at the Brigade/Regiment/Directorate level. Changes will be submitted as they occur. Requests for service after 15 April of the current year not properly authenticated will be returned without action.

Chapter 6
Other responsibilities

Section I
Support agencies

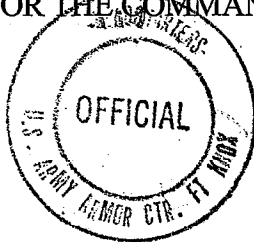
6-1. Post-commercial taxi. Commercial taxi service is available to Fort Knox military and civilian personnel and family members at a limited charge for on-post travel with increased rates for off-post travel. Current taxi concessions at Fort Knox are Dixie Cab at 351-TAXI (8294) and Gold Line Taxi at 352-0169/0163.

6-2. Greyhound Bus. Commercial transportation by Greyhound bus, phone 352-5133 is obtainable at the Fort Knox Bus Station (relocated to the Marathon Service Station, 1500 N Dixie Blvd, Radcliff, KY) with service available to nationwide destinations.

6-3. Unofficial travel arrangements. The commercial travel office for unofficial travel is located at the Hansen Center, Bldg 1053 . For travel arrangements and reservations, phone 943-0383 (unofficial travel only).

6-4. Official travel arrangements. The commercial travel office for official travel is located with the ITO, Bldg 1384, 2nd floor. This office arranges air transportation, rental vehicle and hotel/motel services for OFFICIAL travel to domestic areas, phone (502) 942-3191. The ITO arranges official travel to overseas areas serviced by AMC Channel Traffic. Travelers may call the ITO at (502) 624-6797/3499 for assistance and information.

FOR THE COMMANDER:



OFFICIAL:
KEITH A. ARMSTRONG
COL, AR
Garrison Commander

ROBERT L. BROOKS
Director, Information Management

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Appendix A
Required Publications

Section I
References

All regulations, directives, etc., pertaining to military and commercial transportation must be adhered to. A periodic check should be made to ensure all publications are current and superseded or rescinded copies are withdrawn.

- a. Joint Federal Travel Regulations, Vol 1, 1 Oct 02
- b. Joint Travel Regulation, Vol 2, 1 Oct 02
- c. AR 27-20, Claims, 14 Nov 02
- d. AR 55-46, Travel Overseas, 20 Jun 94
- e. AR 55-71, Transportation of Personal Property and Related Services, 1 Jun 83
- f. DA Pam 55-2, It's Your Move, 1 Jan 94
- g. DOD 1000.21-R, Passport and Passport Agent Services Regulation, Apr 97
- h. DOD 4500.9-R, Updated, Defense Transportation Regulation, Parts 1 - 4
- i. DOD 4500.32-R, Military Standard Transportation and Movement Procedure (MILSTAMP), Vol 1 and 2, Mar 97
- j. DOD 4500.34-R, Personal Property Traffic Management Regulation, 1 Aug 91
- k. Defense Travel Region 4, MTMC Government Travel Contract, Oct 02
- l. Passport Agents Reference Guide, Jan 02
- m. FORSCOM Reg 55-1, Unit Movement Planning, Oct 02
- n. FORSCOM Reg 55-2, Unit Movement Data Reporting, 31 Oct 97
- o. TB 55-46-1, Standard Characteristics (Dimensions, Weight, and Cube) for Transportability of Military Vehicles and Other Outsize/Overweight Equipment, 1 Jan 02

Appendix B

Guide for off-post movement of 1st Armor Training Brigade trainees

1. Transportation requirements, shipping rosters, and orders. The Trainee/Student Processing Center will furnish the following information/documents to the Passenger Travel Section, Transportation Branch, DBOS as indicated:

REQUIREMENT

NLT DATE/TIME REQUIRED

a. Stateside trainees: Telephonic notification of projected number of trainees shipping, by destination.

1200 Monday preceding week of shipment.

b. Overseas trainees: Port call request roster, class roster or trainee assignment roster posted with designations, APOEs, availability dates and/or graduation dates and out-processing date.

4 weeks before week of graduation shipment.

c. Assignment orders collated by destination.

2 weeks before week of shipment/graduation

d. Changes occurring after submission of orders in c above. (This includes additions, added destinations, etc.).

1200 Wednesday of the shipping week.

e. Orders for additions

1400 Wednesday of the shipping week.

f. Stateside trainees: Deletions.

1200 Wednesday of the shipping week (telephonically).

g. Overseas trainees: Deletions.

1200 3 working days prior to graduation date (telephonically).

2. Shipping Roster. a. The shipping roster is distributed by the Transportation Branch, DBOS, NLT 1300 Monday of the shipping week. This roster includes pickup times and pickup points for each destination.

b. In some instances, due to lack of adequate transportation, it is necessary for the Transportation Office to arrange transportation for a single destination on two or more moves.

If this situation occurs, commands are notified and a roster provided of which personnel are shipping, and the appropriate dates and times.

3. Shipment. a. Normally, trainees are picked up from unit areas approximately 1 hour before scheduled departure. If a trainee misses shipment for any reason, call the Passenger Travel Section immediately at 624-3499.

b. If buses do not arrive at the brigade pickup point within half hour of schedule, call Passenger Travel for guidance. Allow a full hour, as each bus may have to cover several pickup points.

c. Since families and friends are frequently in the vicinity during pickup times, it is required that a brigade coordinator be on duty on each pickup point during shipment. Families and friends will remain outside the immediate vicinity when Transportation personnel are delivering the required briefing to the trainees. The brigade coordinator is responsible for the control, conduct and accountability of trainees until the bus departs the pickup point. Buses are not to be loaded or allowed to depart the pickup point without being loaded or released by DBOS Transportation Passenger Travel Personnel.

d. If a trainee desires to travel to the airport or to the final destination by POV with parents or friends, it is left up to the commander's discretion, but Transportation discourages this allowance. If approved by the commander, Transportation is to be notified no later than 1530 Wednesday of the shipping week. If a unit commander allows trainees to depart for the airport with parents or friends, they should ensure trainee has plane ticket in their possession. It should be brought to the attention of the traveler that reimbursement cannot be received until orders are amended to delete "GTR and Meal Tickets directed."

e. If a unit has personnel listed on the roster as eligible to ship, but with no orders or personnel records, immediate telephonic notification will be made to the Personnel Records Section, Trainee Student Processing Center, 624-5716. UNDER NO CIRCUMSTANCES WILL A TRAINEE DEPART WITHOUT ORDERS. When personnel records are missing, the trainee will not ship unless the Personnel Records Section, Student Trainee Processing Center, grants such authority.

f. Trainees are authorized 140 pounds of baggage (fully loaded duffel bag and carry-on(Absent Without Leave (AWOL)) bag). Each duffel bag is identified with a tag indicating the trainee's name, SSN, and destination. The AWOL bag is hand-carried.

g. The Passenger Travel Section of the DBOS will provide flight information to the Trainee Student Processing Center NLT 2 days before the out-processing date (telephonically on those soldiers going to overseas destinations. All Port call Information Sheets will be retained by the Port call Section of the DBOS and will be to the Trainee Personnel Office for trainees taking leave. The tickets for soldiers taking leave will be picked up by the Trainee Student Processing Center upon telephonic notification from the Passenger Travel Section.

ANNEX 1 TO APPENDIX B

Contraband and Prohibited Property

Knives, 3 inches or more in length

Dirks

Daggers

Sword canes

Straight-edge razors

Stiletos

Bowie knives

Switchblade knives

Brass knuckles

Slingshots

Hand chains

Night sticks

Pipe sticks

Knuckles of hardened substance

Drugs

Explosive missiles

Rockets

Incendiaries

Pyrotechnics

Mines

Rocket Launchers

Mortars

Fuses

Dynamite

Artillery shells

Electrical fuse detonator caps

Fire crackers

Tear gas gun/dispenser

Dispensers of mace, CS or CN

Drug Paraphernalia